

File Requisition and Control System

REAAS02A	DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM	02/23/01
ADD	USER APPLICATION PROFILE	
FILE REQUISITION AND CONTROL SYSTEM (FRC)		
MODEL: _____		
USER NAME:	JOHN Q. SMITH	
USER ID:	REV0000	APPLICATION ID: FRC01
CENTRAL FILE ACCESS:	SENSITIVE FILE ACCESS:	INACTIVE DATE:
PERMITTED TAX TYPES:		
TAX TYPE 1	TAX TYPE 2	TAX TYPE 3
TAX TYPE 4	TAX TYPE 5	TAX TYPE 6
UNAUTHORIZED TAX TYPES AND ACCOUNT NUMBERS		
TAX TYPE 1/ACCT NUM:	TAX TYPE 2/ACCT NUM:	
TAX TYPE 3/ACCT NUM:	TAX TYPE 4/ACCT NUM:	
TAX TYPE 5/ACCT NUM:	TAX TYPE 6/ACCT NUM:	
SUPERVISOR NICKNAME:	SUPERVISOR NAME:	
DELEGATE NICKNAME:	DELEGATE NAME:	
DELEGATE BEG DATE:	DELEGATE END DATE:	
USERID _____	OR NAME _____	ADD _____ INQ _____ UPD _____ DEL _____
APPLICATION ID _____	USERID _____	ADD _____ INQ _____ UPD _____ DEL _____
PFKEYS: 1-MAIN MENU	2-RETURN	11-HELP
** Fields in RED are REQUIRED Fields		
** Fields in BLUE are POPULATED Fields		

CENTRAL FILE ACCESS:

"N" indicates that the employee works somewhere other than Central Files.

"Y" indicates that the employee works in Central Files.

"S" indicates a Central Files Supervisor.

SENSITIVE FILE ACCESS:

"Y" is used for the Records Officer

Blank for all other employees.

INACTIVE DATE:

The date the employee will be prohibited from using the File Requisition and Control System. This field maybe blank.

PERMITTED TAX TYPES:

TAX TYPE 1:

The valid tax type for which the employee is permitted to requisition files.

"ALL" may be entered, which will allow the employee to requisition all types of tax returns.

(At least one tax type on the screen must be populated.)

TAX TYPE 2,3,4,5,6:

The valid tax type for which the employee is permitted to requisition files.

These fields may be left blank, but **TAX TYPE 1 MUST** have something entered.

UNAUTHORIZED TAX TYPE and ACCOUNT NUMBERS:

TAX TYPE1,2,3,4,5,6/ACCT NUM 1,2,3,4,5,6:

The tax type/account numbers the employee is **NOT** authorized to access.

SUPERVISOR NICKNAME:

The nickname of the supervisor as it appears on the supervisor's AAS Common Data Record. The Nickname consists of the first initial, middle initial and the first six characters of the last name. If there is no middle initial, enter a dash (-). If the last name is less than 6 characters, enter the name as it is, leave blanks at the end of the Nickname.

SUPERVISOR NAME:

The name is supplied by the system after the supervisor's Nickname is completed and the record is saved.

The name appears as the supervisor's Common Name on the supervisor's Common Data record.

DELEGATE NICKNAME:

The nickname of the delegate as it appears on the delegate's AAS Common Data Record. The Nickname consists of the first initial, middle initial and the first six characters of the last name. If there is no middle initial, enter a dash (-). If the last name is less than 6 characters enter the name as it is, leaving blanks at the end of the Nickname. Delegate name is required if a delegate beginning and/or ending date(s) is entered.

For guidelines concerning delegates in File Requisition see Delegate Authority Guidelines (Section 2, C-1).

DELEGATE BEG DATE:

The date the delegate's authority begins (ex. 01/01/2000).
The beginning date must be equal to or older than the end date.

Delegate's beginning date is required, if a delegate's Nickname and/or delegate end date is entered.

For guidelines concerning File Requisition time limits see Delegate Authority Guidelines (Section 2, B).

DELEGATE END DATE:

The date the delegate's authority ends (ex. 12/31/2000).
The end date **MUST** be equal or more current than the beginning date.
If delegate Nickname or beginning date is entered, then Delegate End date is required.

For guidelines concerning File Requisition time limits see Delegate Authority Guidelines (Section 2, B).

See Section 4, Page 8 for detailed descriptions of Mini Menus.